

## IDES LOW EARNINGS REPORT (BEN-25)

Social Security Number	First Name      Initial      Last Name	Calendar Week Ended	Gross Wages Earned	Holiday Pay

EMPLOYER -- *Enter firm name and address in the space. See instructions.*

I certify that during the CALENDAR week ending on the date shown above the worker named worked less than full time and that his earnings were reduced to the amount shown above because of LACK OF WORK except as stated below.

☐ Unable to work or unavailable for work on \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date Given to Worker \_\_\_\_\_

UI (ILL) BEN-25 (Rev. 3/93)

IL 427-0392

Stock No. 4029

LOW EARNINGS REPORT

*Printed on Recycled Paper*

FOR CLAIMANTS USE -- *See Instructions*

I hereby certify that during the CALENDAR week ending on the date shown above (or on attached valid evidence), I was employed less than full time and did not earn more than the gross wages shown above; I was able to and available for work and did not refuse work; I did not claim or receive workmen's compensation for temporary disability, unemployment compensation from any other state or under any Act of Congress, or a pension, any part of which was paid for by a former employer. I know that the law imposes penalties for making any false statement in connection with this claim.

Sign Here (X) \_\_\_\_\_

Address \_\_\_\_\_

For Office Use Only - Do Not Write Below This Line

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Department of Employment Security - Unemployment Insurance

## INSTRUCTIONS TO EMPLOYER

Whenever a worker's earnings, for less than full time work due to lack of work, fall below \$227 in a CALENDAR week ending Saturday midnight, the employer shall give the worker a Low Earnings Report (Form UI (ILL.) Ben-25) for such week. Such Low Earnings Report shall be given the worker not later than the pay day for the period which it covers.

On the reverse side of this form, enter the gross earnings (NOT including holiday pay); and enter the amount of any holiday pay in the space designated for such payment.

## INSTRUCTIONS TO CLAIMANT

To file your claim for unemployment insurance, you must take this form to the Illinois Employment Security office nearest your home WITHIN FIVE WEEKS after the end of the calendar week in which it was given to you.

Regular office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, except state holidays.